

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DS&T New Building Space Requirements

FROM:

Chief, Management Staff/DDS&T
6E60 Hq

EXTENSION

NO.

DATE

15 August 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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C/New Bldg. Program
Office - 4E50 Hq

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DS&T-606-84

15 APR 1984

25X1 MEMORANDUM FOR: [REDACTED]
Chief, New Building Program Office

25X1 FROM : [REDACTED] C/DS&T Management Staff

SUBJECT : DS&T New Building Space Requirements

1. As we discussed briefly last week, the DS&T continues to have a few concerns regarding space in the new building. The two concerns that are at the top of our list are the current footage allocations and the preception that our approved growth in FY85 can not be accommodated. These are further amplified below.

2. In looking at the current allocation, with OD&E in the building, I believe that the square footage is less than required to accommodate our current TO plus assignees. For example, I have as recently as two weeks ago completed a comprehensive review of the OD&E near term space requirements. 25X1 It is quite clear that they are currently utilizing [REDACTED] 25X1 square feet and that does not provide for adequate conference space. The current allocation of space you briefed last week was [REDACTED] square feet with conference rooms. While there are other examples, they are not as dramatic as this when I look at just the current, FY84, manpower.

3. Of certainly more concern than the preceding, is the situation that will exist when the plan is revised, as you said it would be, when the FY85 personnel allocations are made. I have had preliminary input from both the comptroller and the EXDIR which supports the following increases:

25X1 [REDACTED]

In light of these, I have a difficult time trying to figure out how the increases will be accommodated given the current allocations. Again using OD&E as an example and remembering that I do not think they will currently fit, I can see no way to expand. They are on the fifth and sixth floors where there is no center section. Similarly, the other offices seem locked in; bounded by windows on one side and ODP computer rooms on the other. I believe that some work needs to be done to address this type of issue or there will continue to be a mounting concern.

4. While I can not claim the switch of OD&E for OSO was done primarily to free up space, we were not blind to the fact that that would happen when you looked at the option. What has happened, however, is that the excess space made available, due to the fact that OD&E is smaller than OSO, has been totally absorbed by ODP and/or OC. I think it would not only be fair, if that is the right word, but prudent, to restore to the DS&T at least the difference between the square footage required by OSO and OD&E. This at least would allow us to accommodate our current requirements and allow a modest amount for the anticipated FY 85 growth.

25X1 [REDACTED]

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S E C R E T

5. I should point out that if the DS&T is forced to leave splinter groups from various offices out of the new building due to the lack of space to accommodate planned growth, then a replan of the entire DS&T tower may be required. An example might well be to include all the front offices and their staffs and all fairly stable operating elements, but then "off-load" special programs and activities into leased space. This has not been our objective to date and we would hope to avoid having to resort to this, but some assurances need to be given that planned future growth can in fact be handled.

25X1 6. Please do not misinterpret the above comments. I very much appreciate the magnitude of the job you have and the humor and diplomacy demonstrated by both [] and yourself. I just want to make sure that you appreciate our position. I would like very much to get your reaction to the proposal outlined in paragraph 4 and to answer any questions you might have, so please do not hesitate to call me []

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